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*Original
Contract*

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**PPDMS
JENNINGS COUNTY
INDIANA**



Appraisal Research

Letter of Intent for PPDMS

THIS Letter of Intent is entered into this 12th day of December, 2005, by and between the Jennings County Commissioners on behalf of the Jennings County Assessor, hereinafter referred to as the "Assessor" and Appraisal Research Corporation, hereinafter referred to as "ARC".

WHEREAS the Assessor has the need to lease software to perform personal property data organization and calculations; and

WHEREAS ARC is willing and able to provide such software (PPDMS).

NOW THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth and outlined in LICENSING / MAINTENANCE TERMS included with this Letter of Intent and viewable on the World Wide Web at [http://appraisalresearch.cc/Downloads/PPDMS Licensing Maintenance.pdf](http://appraisalresearch.cc/Downloads/PPDMS%20Licensing%20Maintenance.pdf), the Assessor and ARC enter into this Letter of Intent.

ARTICLE I WORK IN PROGRESS

ARC shall be responsible for providing a license to the Assessor for their use of ARC's Personal Property Data Management Software. (PPDMS) This software shall provide the necessary tools to allow the Assessor to accurately calculate personal property values and totals for reporting.

ARTICLE II MAINTENANCE

ARC shall provide maintenance on a yearly basis with the year beginning when the software is installed. This maintenance shall consist of yearly update to the tables, rolling of pool data from one year to the next, archiving previous years data and any upgrades necessary to update the software to Indiana Department of Local Government Finance standards. The maintenance shall also apply to any problems, which are determined to be PPDMS programming errors.

Maintenance fees for 1/1/05-12/31/05 shall be \$499.00. This amount will be pro-rated pending date of install. Maintenance consideration shall remain the same from year to year unless ARC notifies the Assessor before March 1 of the year preceding the due date of the maintenance consideration.

Maintenance/Technical support shall be provided via telephone (800) 626-7743. Extension #327 or via email at arcin@appraisalresearch.cc. All messages are retrieved three times daily with calls returned within 24 hours. If additional on-site support is needed for reasons other than stated above, additional charges of \$37.50 per hour.

(minimum four hours), plus mileage from the technical support technician's home office to the client's office. Additional programming charges are \$50.00 per hour (minimum ½ hour increments) if applicable.

ARTICLE III TIMEFRAME

ARC shall install the software within two weeks of notification by the Assessor that hardware necessary to run the software is in place (See Article V) and this Letter of Intent has been executed. Either party shall have the opportunity of terminating this agreement with thirty (30) days written notice to the other party.

ARTICLE IV CONSIDERATION

ARC shall be paid a total of:

First User License Fees Within The County *

	Rate	Qty	Fee
Single – Stand Alone			
New Install	\$3499.00		\$
Maintenance per year	\$499.00		\$
Maintenance Pro-Rated for ___ Months	\$41.58 per Month		\$
Network** – Server			
New Install	\$2499.00	1	\$ <u>2499.00</u>
Maintenance per year	\$499.00	1	\$ <u>499.00</u>
Maintenance Pro-Rated for ___ Months	\$41.58 per Month		\$
Network** – Workstation			
New Install	\$999.00	2	\$ <u>1998.00</u>
Maintenance per year	\$499.00	2	\$ <u>998.00</u>
Maintenance Pro-Rated for ___ Months	\$41.58 per Month		\$

Each Additional County Office User License Fee *

	Rate	Qty	Fee
Single – Stand Alone			
New Install	\$999.00		\$
Maintenance per year	\$499.00		\$
Maintenance Pro-Rated for ___ Months	\$41.58 per Month		\$
Network** – Server			
New Install	\$899.00		\$
Maintenance per year	\$499.00		\$
Maintenance Pro-Rated for ___ Months	\$41.58 per Month		\$
Network** – Workstation			
New Install	\$399.00		\$
Maintenance per year	\$499.00		\$
Maintenance Pro-Rated for ___ Months	\$41.58 per Month		\$
Total Fee			\$ <u>5,994.00</u>

*Includes one time installation of software plus one half day of training.

** Minimum networked systems consist of a server and one workstation.

ARTICLE V MINIMUM SYSTEM REQUIREMENTS*

The Assessor is required to obtain the following minimum system before installation is performed.

PLATFORM

- PC Compatible
- Pentium III

MEMORY

- 256 MB available

DISC STORAGE

- 1GB FIXED available
- 700 MB REMOVEABLE

PRINTER

- System Compatible Laser or Ink Jet**

SOFTWARE

- Windows 98, 2000, XP, NT
- Access 97, 2000, XP

*Failure to meet the minimum system requirements requires a written waiver from ARC.

** PPDMS does not support duplex printing.

Billing shall be sent directly to the Assessor's office unless otherwise indicated.

Letter of Intent to Lease PPDMS

THIS Letter of Intent entered into this 12th day of Dec, 2005, by and between the Jennings County Commissioners on behalf of the Jennings Assessor or hereinafter referred to as the "Assessor" and Appraisal Research Corporation hereinafter referred to as "ARC".

WHEREAS the Assessor has the need to lease software to electronically download the County's personal property forms to the Department of Local Government Finance; and

WHEREAS ARC is willing and able to provide such software (PPDMS).

NOW THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth.

ARTICLE I WORK IN PROGRESS

ARC shall be responsible for installing the stand alone Personal Property Data Management System (PPDMS) version for 2002. The special back-dated version contains all forms, pricing and calculation protocol specifically for that year. The computer used to house the 2002 version must be separate for the current installation of PPDMS.

The Assessor shall be responsible for data entering all personal property returns for that year.

The Assessor shall be responsible for exporting the data to the DLGF.

The Assessor shall be responsible for rolling the pools, updating PPDMS in order to enter data into the next year's version..

The Assessor shall repeat this process for each year desired.

Upon completion of all past year DLGF exports ARC shall uninstall the PPDMS program.

ARTICLE II MAINTENANCE

Maintenance/Technical support shall be provided via telephone (800) 626-7743. Extension #327 or via email at arcin@appraisalresearch.cc. All messages are retrieved three times daily with calls returned within 24 hours. If additional on-site support is needed for reasons other than problems which are determined to be PPDMS programming problems, additional charges of \$37.50 per hour (minimum four hours), plus mileage from the technical support technician's home office to the client's office.

Additional programming charges are \$50.00 per hour (minimum ½ hour increments) if applicable.

ARTICLE III TIMEFRAME

ARC shall install the software within two weeks of notification by the Assessor that hardware necessary to run the software is in place (See Article V) and this Letter of Intent has been executed. Either party shall have the opportunity of terminating this agreement with thirty (30) days written notice to the other party.

ARTICLE IV CONSIDERATION

ARTICLE I: CONSIDERATION

The Assessors shall pay ARC as follows:

2 Service calls @37.50/hr (4 hour minimum) **PLUS** \$0.35 per mile from the technical support technician's home office to the client's office.

ARTICLE V MINIMUM SYSTEM REQUIREMENTS*

The County is required to obtain the following minimum system before installation is performed.

PLATFORM

- PC Compatible
- Pentium III

MEMORY

- 256 MB available

DISC STORAGE

- 1GB FIXED available

PRINTER

- System Compatible Laser or Ink Jet**

SOFTWARE

- Windows 98 SE, 2000, XP, NT

*Failure to meet the minimum system requirements will need a written waiver from ARC.

Billing will be sent directly to the Assessor's office unless otherwise indicated.

IN WITNESS THEREOF, the parties have executed this Letter of Intent by their duly authorized offices.

Jennings County, Indiana

Michael Schuch
Commissioner

Date: 12-12-05

Jim Reeves
Commissioner

Date: 12-12-05

Robert R. Willhite
Commissioner

Date: 12-12-05

ATTEST

Amy Williams
Auditor

Date: 12-12-05

Synda J. Kovacick
Assessor

Date: 12-12-2005

APPRAISAL RESEARCH CORPORATION

Virginia R. Whipple
Virginia R. Whipple, AAS
Regional Manager

Date: 9-26-05

